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73-16
APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date 7-30-79		Georgia Dept of Agriculture Plant Industry Feed, Fertilizer & Grain Division 19 M. L. King Dr., SW Atlanta, Georgia 30334	Application Number 73-309-A	
Application Number 210			Date Received JUL 31 1979	Date Completed AUG 31 1979
2. Person to Contact Charles P. Frank CPZ. CC		Working Title Asst Division Director	Telephone Number 656-3637	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 73-309 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest Latest 1969 to date		5. Records Series Title (followed by title used in office; if different) GRAIN LABORATORY ANALYSIS CERTIFICATE FILES		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Plant Industry is responsible for supervising and regulating various fields of the plant industry in Georgia. It seeks to control and eradicate diseases and insects in the plant industry. The Feed, Fertilizer & Grain Division is responsible for enforcement of the rules and regulations as related to feed, fertilizer and grain within the Plant Industry.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Laboratory analyses of grain in enforcing the US Grain Standard Act. Included are: Official Grain Inspection Certificate which gives results of the laboratory analysis of grain sample. File is arranged: Alphabetically by Company, thereunder by sample number.				
8. Monthly Reference Rate How often are records referred to which are: One to six months old 15; Seven to twelve months old 12; Thirteen to twenty-four months old 5; twenty-five months and older only in case of lawsuits.				
9. Annual Rate of Accumulation of Records Letter-size drawers 1; Legal-size drawers; Shelves; Other (specify)				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|---------------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | Five 5 _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☒ Transfer to State Records Center; hold _____ 4 _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Ellis D. Liles</i>	7/17/79	<i>Ellis D. Liles</i>	7/17/79
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	8-28-79
		Secretary of State/Designee	8-27-79
		Attorney General/Designee	8/29/79

STATE
OF
GEORGIAApplication for
REGORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
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1. Application Date March 6, 1973	2. Agency Application No. 103	3. AGENT, Division & Subdivision & Administering Office Address Georgia Department of Agriculture Plant Industry Division - Feed, Fertilizer, Pesticide & 19 Hunter Street, S.W. Atlanta, Georgia 30334	4. Person to Contact J. H. Tuttle <i>JH2</i>	5. Working Title Section Chief	6. Tel. No. 656 -3637
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					

8. Earliest & Latest Dates of Series
1969 to Date

9. Exact Series Title
~~OFFICIAL GRAIN~~ Laboratory Analysis
CERTIFICATE FILES

10. What is the function of the office in which this record series is created?

The Plant Industry Division is responsible for supervising and regulating the plant industry in Georgia. It seeks to control and eradicate certain diseases and insects within the plant industry. The Division promulgates and administers rules and regulations pertaining to laws passed by the General Assembly designed to regulate the fertilizer, feed, seed, pesticide, grain, nursery, apary, and other plant industries doing business within Georgia. The Grain Section administers the U.S. Grain Standard Act as amended August 15, 1968.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

of grain

Documents relating to Laboratory analyses/in order to administer the enforcement of the U.S. Grain Standard Act.

Included is: Official Grain Inspection Certificate (no number) ^{which} gives results of the La Laboratory analysis of grain sample.

Files are arranged alphabetically by Company, thereunder by number.

ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records		
Letter-size File Drawers				4	6		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office/In	In Storage Area/In		
Card File - 8 X 5 1/2	14	7		This Year's	Last Year's	Preceding Year's	Any Prior Years
			AVERAGE DAILY REFERENCED	2	1	1	1

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency?
District Office | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☒ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

US Grain Standard Act as amended par. 26.55 dated August 15, 1968.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☒ FISCAL YEAR ☐ OTHER _____, then:

- ☒ Hold in the current files area _____ month(s)/ 1 year(s):
☒ Transfer to ☒ State Records Center ☐ Local Holding Area; hold 3 year(s):
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify)

MAINTENANCE INSTRUCTIONS: copies maintained for reference by District office will be treated as ~~State~~ Reference paper files under Application # 34.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>Chris D. Hicks</i>	Date 3/6/73	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are: <div style="border: 1px solid black; padding: 2px; display: inline-block;"> STATE RECORDS COMMITTEE </div>	Agency Head/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Chris D. Hicks</i> <i>William M. [unclear]</i> <i>Carroll Hart</i> <i>Robert Shell</i>	3/6/73 5-2-73 4-30-73 5-2-73